

**Phoenix Program
Process Definition – General Ledger**

Process	<i>Review Project/Grant Budgets</i>
Process Number	<i>BD – 031</i>

Description of Process

The Analyze Controlled Budget inquire menu options let you review the budget information you enter, including journal entry detail for posted transactions. These panels display changes you make, available balances, current totals, and much more. In a series of inquiry panels, the last panel in the series provides a Print button that enables you to print a report of the journal detail that appears in the lower, scrolling portion of the panel.

To view the information you enter for each project, segment, phase, activity, or grant, select the Project/Grant Budget Inquiry panel.

Input to Process

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Output of Process

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Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Analyze Controlled Budgets, Inquire	Project/Grant Budget Inquiry

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Business Process Description

Process Description	Responsibility (Agency/ Centralized)
<u>Step 1: Enter Budget Keys</u> Enter the Budget keys for the budget you would like to review or enter your Business Unit and press OK. When you press OK, a list box with all your budgets appear, select from the list the budget you would like to review.	Agency
<u>Step 2: Reviewing Project/Grant Inquiry Panel</u> The panel displays total pre-encumbrances, encumbrances, expenditures, and indirect charges to show the difference between the budgeted amount and the uncommitted (remaining) amount. Each journal you post to the project, level, or grant appears in the scrolling portion of the panel. Click the Search button to display detailed information. Click the Print button to print a report of these journals. The report will initially be displayed in a Crystal Application, then if you click the print icon within the Crystal Application the report will print.	Agency

Forms Used with Process (#)

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Process Flow Diagram (if appropriate):

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Process Signoff

Tested By
Date Tested

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PROJECT/GRANT INQUIRY BUDGET PANEL

Analyze Controlled Budgets - Inquire - Project/Grant Budget Inquiry

File Edit View Go Favorites Inquire Report Help

Project/Grant Budget Inquiry

Unit:	Scenario:	Fund:	Org:	Program:	Sub-Cls:	BY:	Proj/Grant:	Account:
40100	FINAL	A1	4010202301	62000	303	1999	54002001	612000

Description: DDP01PG, Purchaing PG Budget **Control/Track:** Track

Project/Grant: Project	Budgeted Amount: 1,500,000.00
Project/Grant Description: Assessment	- Pre Encumbered Amount: 0.00
Total Amount: 3,000,000.00	- Encumbered Amount: 0.00
<input type="checkbox"/> Temporarily Freeze Budget	- Expended Amount: 0.00
	Remaining Spending Authority: 1,500,000.00
	Indirect Charges: 0.00

Available Funds Update/Display All